

Technical Branch  
Inspection Group  
Code Compliance Series

**CODE COMPLIANCE INSPECTOR**

10/00 (REB)

*Summary*

Under general supervision, conduct diverse field inspections to ensure compliance with environmental, zoning, licensing and related Municipal Code provisions.

*Typical Duties*

Inspect properties in response to violation complaints or to carry out random sampling program. Involves: reviewing plans, specifications, applicable codes and policy documents; conducting requested and scheduled investigations, surveillance or tracing of alleged code noncompliance and dangerous conditions or to confirm avoidance of violations or hazards under current and changed federal, state and local statutes and regulations including those that prevent or correct illicit industrial, commercial or construction related discharges of pollutants into the Municipal Separate Storm Sewer System, dumping of trash, accumulations of junk vehicles, distribution or display of makeshift signs, and business or occupational use of property; taking samples of discharges or runoffs into storm sewers and drainage channels, testing water for acidity or alkalinity and presence of foreign particles; visually detecting sources of illicit discharges and notifying supervisor of potential presence of toxic or flammable substances, and identifying persons suspected of committing code violations, informing property owners and contractors of nature and extent of violations, issuing correction notices, stop work orders and class "C" misdemeanor citations; explaining optional corrective actions for Code and police compliance; conducting follow-up inspections, acting on and documenting results.

Develop case documentation and testify as to facts as required. Involves: gathering and compiling facts supporting reported actions taken from available inspection records; examining and collating property, licensing, zoning and environmental records; taking photographs, testing pH and turbidity of discharge samples, preparing summaries of information and materials collected; ensuring that file records are complete and accurate; responding to requests for additional investigation and information inquiries and compiling results; participating in court and administrative adjudication proceedings as a witness.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory stores or inventory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

*Minimum Qualifications*

Training and Experience: High School Diploma or GED equivalent, plus two (2) years code enforcement or field investigative experience pertaining to building trades, environmental or zoning regulations; or two (2) years of general work experience involving public contact or general office work, including at least one (1) year of code enforcement or field investigative experience pertaining to building trades, environmental or zoning regulations and certification as a housing, zoning or environmental enforcement officer by the Code Enforcement Association of Texas or equivalent agency by time of appointment; or an equivalent combinations of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: City and other relevant codes and standards. Considerable knowledge of measurement and data recording methods. Good knowledge of: report compilation procedures; techniques for dealing with the public to render service and carry out policies.

Ability to: comprehend and apply code compliance principles and interpret interrelationships of various regulations and standards to conditions specific to each case; sample water and conduct prescribed pH and turbidity test; firmly and impartially enforce adherence to codes and ordinances; maintain effective working relationships with developers, property owners, the general public, other enforcement agencies, fellow employees and supervisors; compile and present documents and testimony in support of decisions and citations, express oneself clearly and concisely orally and in writing such as when interpreting code regulations and explaining violations and acceptable

corrective measures.

Skill in safe operation and care of: measuring and common office equipment, personal computer or network terminal including generic business productivity and specialized code enforcement software; motor vehicle.

Physical Requirements: Frequent: moving across uneven terrain, exposure to normal weather conditions; stooping, bending, kneeling and climbing, and driving through city traffic to make field inspections.

Licenses and Certificates: Obtain and retain certification as housing, zoning or environmental enforcement officer by the Code Enforcement Association of Texas, or equivalent state or federal agency, within one (1) year of appointment. Texas Class "C" Driver's License or an equivalent license issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, extended hours, shift work and irregular schedules as necessary to meet operating needs.

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Director of Personnel

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Department Head

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